

**Minerals Management Service Manual  
Interim Policy Document**

**Effective Date:** August 18, 2008

**IPD No.:** 08-15

**Series:** Administrative

**Title:** Printing Services Business Cards

**Originating Office:** Administration and Budget, Support Services

**1. Purpose.** This chapter establishes policies, responsibilities, and procedures for the use of appropriated funds to purchase or produce business cards required for the Minerals Management Service (MMS) employees in connection with the official activities of the MMS.

**2. Authority.**

A. Department of Justice, Legal Opinion of Deputy Assistant Attorney General of August 11, 1997, entitled, Use of General Agency Appropriations to Purchase Employee Business Cards.

B. Department of the Interior (Department) memorandum from the Assistant Secretary – Policy, Management and Budget of April 13, 1998, entitled, Procurement of Business Cards.

C. 314 DM 2

D. 314 DM 3

**3. Policy.** The MMS policy for using appropriated funds to purchase or produce business cards is as follows:

A. Employees with regular and recurring contacts and communications with the types of organizations below that further the mission of the MMS are authorized, subject to approval, to use appropriated funds to purchase business cards.

(1) Other Bureaus within the Department.

(2) Other Federal Agencies.

(3) States and other organizations outside the Federal Government.

B. Employees whose primary contacts are internal to MMS may use Government purchased paper/card stock and hardware and software (e.g., Microsoft Office Suite) to create and print appropriate business cards.

#### **4. Responsibilities.**

A. Supervisors and managers shall approve in advance the purchase of business cards for their employees. This approval shall confirm that the employee is in compliance with the requirements listed in sections 3. A. and B. above. Upon approval, purchases shall be made using the Government wide purchase card.

B. Employees shall use the business cards for official business only.

#### **5. Procedures.**

A. Usage. Employees must use business cards furnished by the MMS as their official business cards. The business cards cannot contain any personal information. The MMS visual identity (seal) will be used with no alternation on these cards. Contractors doing business on behalf of the MMS are prohibited from displaying the visual identity (seal) on their business cards. Employees retiring or otherwise leaving the MMS must dispose of their unused stock of MMS business cards by shredding or other permanent means.

B. Process. Business cards must be procured only through the sole source General Services Administration vendor contract with SKILCRAFT of the Seattle Lighthouse for the Blind. No business cards can be procured by any other vendor. The Lighthouse for the Blind has placed a template for ordering MMS business cards on their website at: [www.lighthousestore.org](http://www.lighthousestore.org). Employees can simply access the website, select the appropriate MMS business card format, fill in business and ordering information, and submit the completed template. The Lighthouse for the Blind offers a discount on all orders submitted electronically.

**6. Cancellation:** This IPD shall remain in effect until incorporated into the MMS Manual.

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